

Posting Virtual Space Requests on Campus Calendars


Reservation Requests submitted through Master Calendar are NOT automatically reserved! All requests must be approved before displaying on Campus calendars.



APPROVERS NOTE: If you have an Approver role please make sure you are not logged into Master Calendar if trying to request an event. The form will not function properly.

Start Your Request

- Go to <https://events.ship.edu/MasterCalendar/AddEvent.aspx>
- You will see a log in block on top right. Do not log in. The displayed role “guest” is correct for this process

 guest 

- Fields with  (an arrow) are required fields. Others are optional
- Postdate is the earliest date you want you event to display. Leave the date as is or use the calendar in the button to select the earliest future date you want the event to display

Post Date  

Adding Event Information

- **Enter the Title for your event**

Event Title 

- Be specific, this title will show up on the calendar. Appropriate Examples:
 - Homecoming Step Show
 - Shippensburg Earth Day Festival
- Inappropriate Examples
 - Homecoming Event
 - Meeting

- **Event URL**

Event Url


- This field is to be used for directing viewers to where your event can be accessed
- Note: use full URL - https://www.....


- **Event Description**

Event Description

- You should provide a detailed description for your event. The purpose of the event should be clear to anyone on/off campus that would review this information. Date, time and group don't need to be added to description as they are in other visible fields

- **Event Contact**



Contact Name Hide 

Contact Email Hide 

Contact Phone Hide

- Your name and Email are required, but selecting Hide will prevent it from displaying on the public calendar. Adding phone information will make it easier for an Approver to contact you if needed

- **Event Group – Priority**

Calendar   Select Multiple

Event Type

Department

- You should select Campus Events from the calendar selection for your virtual events
- Although not required, Event type and Department provide additional information for those interested in your event

- **Location**


Location

Location Url

- The Location default is Virtual. Please use the URL of the page your event links are on

- **Event Date(s)**

Single Day Recurrence

Event Start Date  

- Events can be Single Day or Recurring. Selecting Recurrence allows you to add this event to multiple day

Single Day Recurrence

Event Start Date  

Recurrence Pattern

Daily Weekly Monthly Random

Recur every week(s) on:


Weekends Weekdays

Sunday Monday Tuesday Wednesday

Saturday Thursday Friday

Range of Recurrence



End after: occurrence(s)

End by: 

- **Event Times**



Timed event All day event

(If timed event is selected then a start and end time must be entered).

Start Time  

No end time

End time goes into the next day

End Time  

- If selecting a timed event, click on the clock at right of time to change times

- **Event Image**

[Add Image](#)

- Image is optional. If you wish to add an image to your event, click on add image. This will allow you to select an image from your computer files. Suggested image type and size
 - images can be jpg or png
 - 72dpi
 - 325px × 192px

- **Additional Event Info**

Custom

Emails

Attachments

Tags

[Attach a file](#)

- These additional fields are optional

Submit Your Request

[+ Finished](#)

[Save/View Event](#)

- **Save/View** will allow you to review your request details and will highlight any unfilled required fields
- **Finished** will process your request and add it to the Approvers' queue